

**Compensation Review Commission
400 High Street
Chestertown, MD 21620**

Meeting Minutes

A duly advertised public meeting of the Compensation Review Commission was held in the Commissioners' Hearing Room at the R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland, on December 1, 2025, at 1:00 p.m.

Commission Members Present:

Roy Crow
Steve Leonard
Carol Sutera
Mike Waal

Commission Members Not Present: Jim Culp

Staff Members Present:

G. Robert Mowell, County Attorney
Shelley L. Heller, County Administrator
Jennifer White, Business Partner, Human Resources
Pat Merritt, Chief Finance Officer, Finance Department
Tonya L. Thomas, Deputy Clerk

Ms. Heller called the meeting to order at 1:00 p.m. A roll call was completed, and the agenda was reviewed.

Introduction of Members: Each member shared information about themselves. Roy Crow, a recommended candidate, disclosed information that disqualified him from serving on the Commission. Mr. Crow attended the remainder of the meeting as a member of the public. Ms. Sutera agreed to serve as the Chair.

Minutes: No minutes to approve

Open Session:

Mr. Mowell abridged the Compensation Review Commission (CRC) Rules of Procedure and explained that the Board must comply with the Open Meetings Act and the Ethics Ordinance. The CRC will follow the Roberts Rules of Order, as well as the record-keeping and retention schedule. Mr. Mowell advised the Commission that a discussion, a recommendation, and a resolution must be presented to the Commissioners for consideration by December 16 to meet the 15-day requirement before the start of the current Board members' fourth term. This will enable the next Board to receive a salary increase upon taking office.

Surveys and salaries for neighboring counties, and a copy of Caroline County's salary increase proposal, were presented to the Commission for review. Members conceded that the current salaries of the Commissioners are low in comparison to the number of hours each

Commissioner works. The Commission discussed several algorithms consistent with the National and Regional CPI indices used to calculate the recommended annual increase percentages. The Commission requested that staff prepare and verify the National CPI average for the last five years and present it for consideration at the next scheduled meeting, on December 8, 2025, at 2:30 p.m.

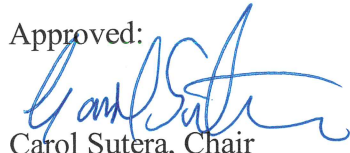
Ms. Heller announced there were no other business matters before the Commission. On motion by Mr. Leonard, seconded by Mr. Waal, the Commission unanimously agreed to adjourn the meeting at 2:17 p.m.

Respectfully submitted,



Tonya L. Thomas, Deputy Clerk

Approved:



Carol Sutera, Chair
Compensation Review Commission